



## Elevator, Escalator & Other Vertical Conveyance Shop Drawings Certification & Review Form

This memorandum clarifies the certification and review process for shop drawing reviews for elevators, escalators and other vertical lifts, under 12A DCMR § 104.11, **Alternate Materials, Equipment, Methods of Construction and Design**, as of June 15, 2007. All shop drawings shall comply with all applicable DC laws and regulations.

The DC Building Code Supplement of 2003 [12A DCMR], Chapter 1A, Section 106.1.1.1, states:

**“Shop Drawings.** The code official is authorized to require that three (3) sets of shop drawings be submitted, bearing the review stamp of the engineer of record, and bearing the seal and signature of the design engineer, if not the engineer of record, before construction or installation of the following elements and systems:

\* \* \*

20. Elevators, escalators and other vertical transportation systems.”

Chapter 30A, Section 3001.5 says:

**Shop Drawings:** “Shop drawings shall be submitted with the application to the code official bearing the signature and seal of the designer, manufacturer, or contractor who designed the system. For new construction, the included shop drawing stamp from the office of the architect/engineer of record with action noted before the work is begun. ...”

You must attach copy of this form to each application, including those with shop drawings or other supporting documents. DCRA inspectors will perform an initial review of all your documentation – within 3-5 business days, if possible.

If the punch list review shows that you have a completed application, the inspector will apply an endorsement to the applicable building permit without further technical review.

You’re not eligible for a punch list review -- and DCRA staff must evaluate your application to determine the technical review level required -- if:

- You’re using new technology in your design, repair, remodel or minor alteration (unless it complies with ASME A17.1).
- Your shop drawings indicate a remodel, renovation or repair of conveyances in an existing building.

For new building construction, both the construction engineer of record and the elevator, escalator or conveyance design engineer (properly registered in the District) must stamp your shop drawings, in accordance with 12A DCMR §106.1.1.1. Both engineers must sign and stamp this form.

This certification requirement:

- Applies retroactively to all existing elevator, escalator and other vertical lift conveyance applications previously submitted to DCRA and pending as of the effective date of this clarification.
- Applies to all future elevator, escalator and vertical lift conveyance application submissions.

DCRA reserves the right to issue Notice of Violations and/or Notices of Infraction, and to take all appropriate abatement or enforcement actions, including charging criminal and civil penalties for design/installation code violations, to ensure code compliance.

Address of installation/work in the District of Columbia

**I understand that, if I make a false statement on this application, my permit could be denied or revoked; I could be criminally prosecuted; and, if I’m convicted, fined up to \$1000, imprisoned up to 180 days, or both, under DC Official Code § 22-2405.**

SEAL & SIGNATURE of Building Design Professional in Charge, under provisions of 106.1.1.1

SEAL & SIGNATURE of Conveyance Designer or Manufacturer

Date

Date